

Minutes of the Human Resources Committee
Tuesday, October 6, 2015

Chair Zimmermann called the meeting to order at 1 p.m.

Present: Supervisors Dave Zimmermann, Mike Crowley, Christine Howard, Jeremy Walz, Jennifer Grant, Bill Mitchell. **Absent:** Larry Nelson.

Also Present: Chief of Staff Mark Mader, Programs & Projects Analyst Windy Jicha, County Clerk Kathleen Novack, Corporation Counsel Tom Farley, Chief of Staff Shawn Lundie, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Senior Financial Analyst Clara Daniels, Child Support Director Maureen Atwell, Senior Financial Analyst Kim Ho, Inspector Jim Gumm, Senior Financial Analyst Steve Trimborn, HHS Director Antwayne Robertson, HHS Deputy Director Laura Kleber, Clinical Services Manager Joan Sternweis, Administrative Services Manager Randy Setzer, Budget Manager Linda Witkowski, Economic Support Coordinator Debbie Berg, Collections/Business Services Manager Andy Thelke.

Approve Minutes of 9-15-15

Motion: Crowley moved, Howard second, to approve the minutes of September 15. Motion carried 6-0.

Schedule Next Meeting Date

October 20, 2015

Executive Committee Report of 9-28-15 and 10-5-15

Zimmermann highlighted the following items discussed at the last two Executive Committee meetings.

- 2016 budget consideration for UW-Extension, library system and non-departmental
- Determination of sale prices for foreclosed properties
- Review of capital projects
- Reports on county board budget changes, standing committees and Wisconsin Counties Association Annual Conference

Discuss and Consider 2016 Operating Budgets for the Following Departments

County Board

Mader presented the proposed county board budget as outlined in the 2016 executive budget. The positions summary decreases 0.85 full-time equivalent (FTE) positions which reflects the decrease of the county board chair from 1.0 FTE to 0.5 FTE in April 2016 and the reduction of an administrative specialist position from 1.0 FTE to 0.5 FTE.

In response to Mitchell and Howard's questions, Mader said reducing the programs and project analyst position to an office service coordinator will allow that position to do more committee minutes. The downgrade will not impact the budget in 2015 but it will provide cost relief in future years.

Motion: Crowley moved, Walz second, to approve the 2016 operating budget for the County Board Office. Motion carried 6-0.

County Clerk

Novack reviewed the proposed County Clerk's Office budget as outlined in the 2016 executive budget. Mader said plans to upgrade county board room technology were the result of concerns regarding the county's current system which were recommended by the information technology division.

In response to Mitchell's question, Novack said all 37 Waukesha County municipalities signed up to use the new election equipment. Two hundred machines were ordered and are currently being programmed. In response to Howard's question, Novack said she is adding a 0.5 FTE and 0.5 temporary FTE to the budget. In response to Zimmermann's question, Novack said the county is researching the option of establishing a fee for courthouse marriage ceremonies. Novack estimates 500-600 weddings take place in the courthouse annually.

Motion: Howard moved, Crowley second, to recommend the proposed 2016 operating budget for the County Clerk's Office. Motion carried 6-0.

Corporation Counsel

Farley presented the proposed Corporation Counsel's Office (child support and corporation counsel divisions) budget as outlined in the 2016 executive budget. Farley shared the newly released federal child support rates for the office: arrears 74.87%, child support collection 79.9%, paternity establishment +100% and court orders 92%. End user technology charges are higher than average due to the discovery that the department was not being charged for a server.

In response to Zimmermann's question, Farley said extra help usage in child support is anticipated to be lower in 2016 than it was in 2015. In response to Crowley's question, Farley said the department is expecting to review 20 more contracts in 2016 than it did in 2015.

Motion: Crowley moved, Grant second, to recommend the 2016 operating budget for the Corporation Counsel's Office. Motion carried 6-0.

County Executive

Lundie presented the proposed County Executive's Office budget as outlined in the 2016 executive budget.

In response to Grant's question, Lundie said three to four people attended the County Executive's town hall meeting in Mukwonago and 45-50 attended the town hall meeting at the Waukesha Business Alliance. Lundie explained how the Twitter town hall meetings are run. Walz offered some suggestions for improving the Twitter town hall meetings.

Motion: Crowley moved, Howard second, to approve the 2016 operating budget for the County Executive's Office. Motion carried 6-0.

Draft Ordinance (Preliminary Discussion): Approve 2016 Position Changes through Creation, Abolishment, Reclassification and Equity Adjustment

Richter and Gage presented the draft ordinance. In response to Zimmermann's question, Richter described how positions can be abolished, created, funded, unfunded, etc.

In response to Mitchell's question, Gage said in the County Board Office, the office service coordinator position was unfunded in 2011 and the funding was moved to the programs and project analyst position, which was used to underfill the legislative policy advisor position.

In response to Grant's question, Gage said sunset positions total expense includes unemployment costs. To date, the county has managed the positions through attrition and not had to pay unemployment.

Zimmermann asked how were department of HHS communications handled in the past? Robertson said the task was not centralized in the past which made it difficult to streamline communications.

In response to Mitchell's question, Gage said the deputy medical examiners position is a grant funded, sunset position.

In response to Crowley's question, Sternweis said three of the HHS department's reclassifications were the result of implementing lean principles and processes.

Crowley suggested adding the word "increase of" to line 23 to indicate what kind of salary adjustment is associated with the building service workers and clinical therapists. Mader said this change could be made to the ordinance before it is released to the county board.

In response to Mitchell's question, Richter said positions are usually unfunded five to six years before they are abolished.

Discuss and Consider New and Revised Classification Specifications

The committee reviewed the following job classifications specifications: deputy sheriff, senior land use specialist, telecommunicator, veterans' services officer and outpatient services coordinator.

Motion: Mitchell moved, Howard second, to approve the new and revised classification specifications. Motion carried 6-0.

Motion: Crowley moved, Howard second, to adjourn the meeting at 3:26 p.m. Motion carried 6-0.

Respectfully submitted,

Jennifer Grant
Secretary